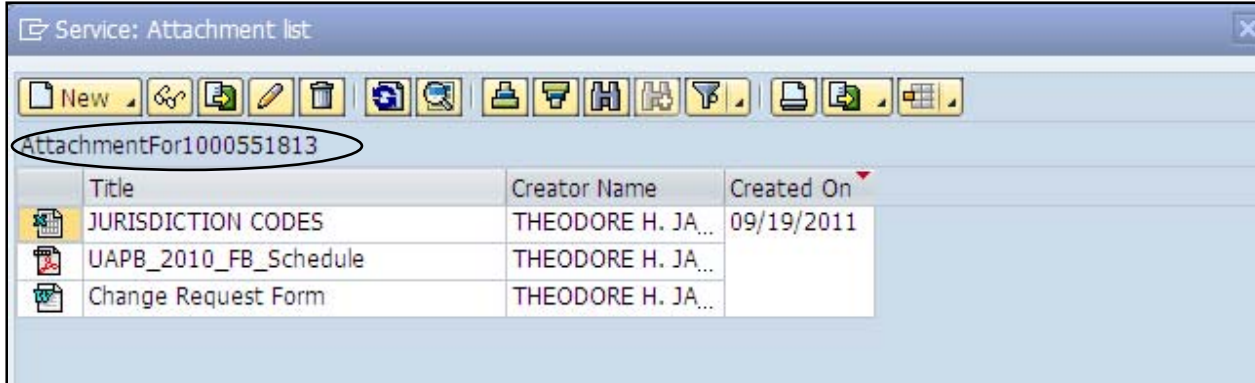


## ASC Tutorial

### Copy Attachments from the Purchase Requisition to the Purchase Order

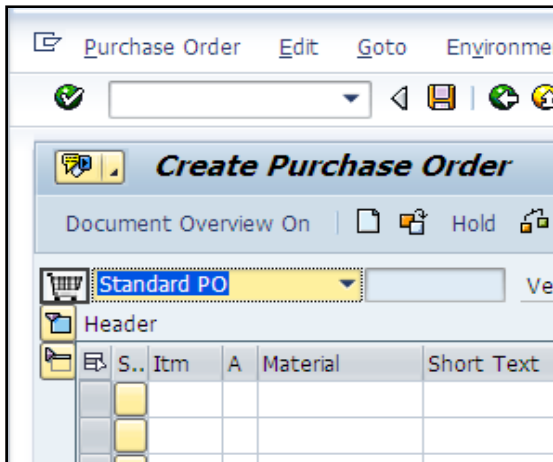
A purchase requisition has been created and released for further processing. There are three documents attached to this purchase requisition. When the purchase order is created with reference to a purchase requisition that has attachments, you now have the option to automatically copy from the purchase requisition to the purchase order.



Title	Creator Name	Created On
JURISDICTION CODES	THEODORE H. JA...	09/19/2011
UAPB_2010_FB_Schedule	THEODORE H. JA...	
Change Request Form	THEODORE H. JA...	

Above are the three documents that are attached to the purchase requisition number 1000551813.

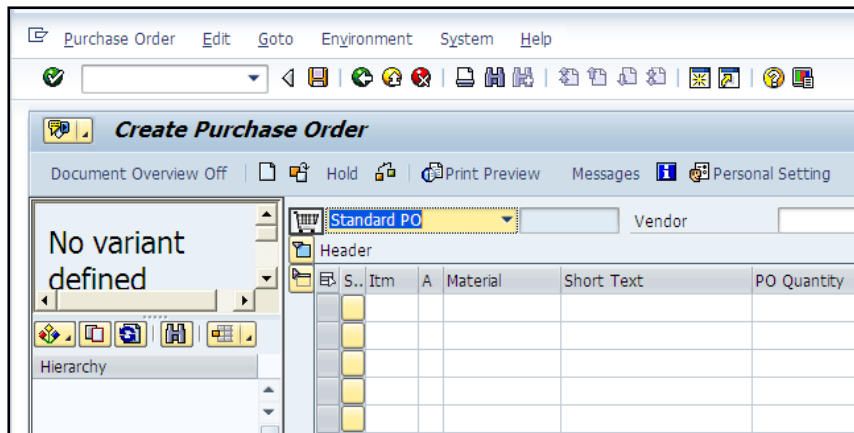
Go to transaction Create Purchase Order (ME21N).



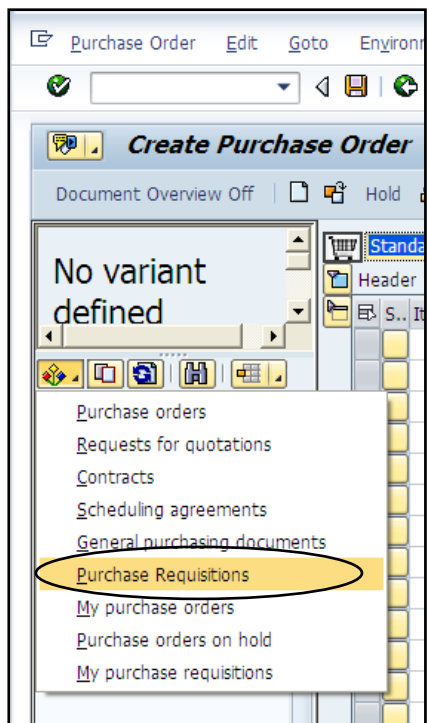
Click the **Document Overview On**  button.

## ASC Tutorial

### Copy Attachments from the Purchase Requisition to the Purchase Order



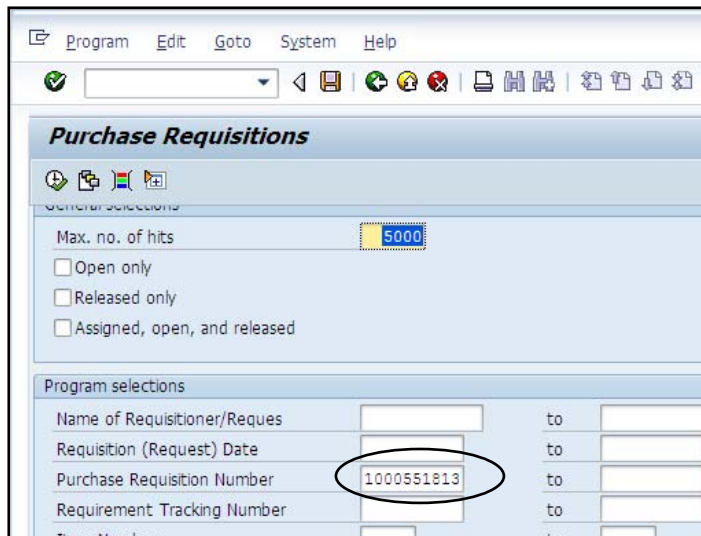
Click the **Selection Variant**  button.



Select Purchase Requisition

## ASC Tutorial

### Copy Attachments from the Purchase Requisition to the Purchase Order



**Purchase Requisitions**

General Selections

Max. no. of hits: 5000

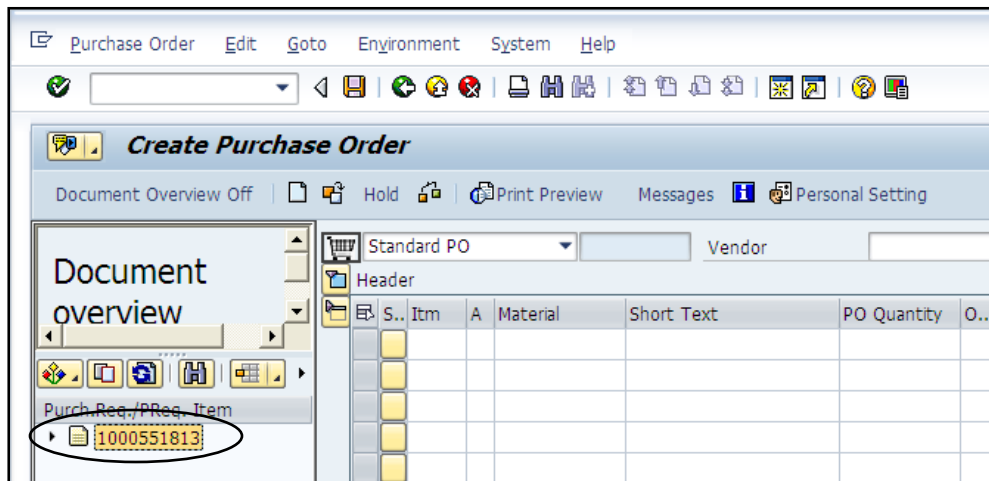
☐ Open only  
☐ Released only  
☐ Assigned, open, and released

Program Selections

Name of Requisitioner/Reques		to	
Requisition (Request) Date		to	
Purchase Requisition Number	1000551813	to	
Requirement Tracking Number		to	

Enter the purchase requisition number that you wish to use as a reference into your purchase order.

Execute 



**Create Purchase Order**

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

Standard PO | Vendor


Header

S.	Itm	A	Material	Short Text	PO Quantity	O...

Document overview

Purch. Req./PReq. Item


1000551813

Highlight the purchase requisition number and click the **Adopt**  button.

## ASC Tutorial


### Copy Attachments from the Purchase Requisition to the Purchase Order

S.	Itm	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Reqt. No.	Requisition
10	X		10024499	SECURITY, MISC,EACH	1,000 EA		10/11/2011	1.00 THJ		THJ

The information from the requisition has now populated into the purchase order. Continue adding any necessary information. Click the **Save**  button when the purchase order is complete.

Document title	Created by	Created on
Change Request Form	THJAMES	09/19/2011
UAPB_2010_FB_Schedule	THJAMES	09/19/2011
JURISDICTION CODES	THJAMES	09/19/2011

You will receive this pop-up box with the message “Do you want to add below attachments to Purchase Order?”

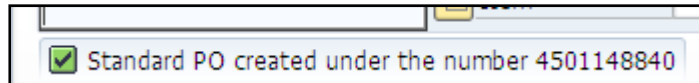
Click the Green check  for Yes.

Click the Red X  for No.

Note: You must add all or none of the documents listed.

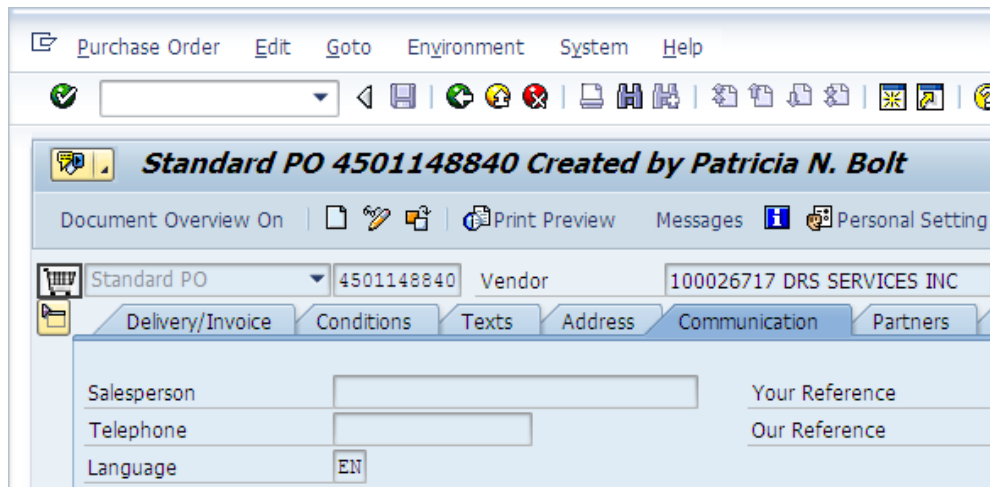
## ASC Tutorial


### Copy Attachments from the Purchase Requisition to the Purchase Order

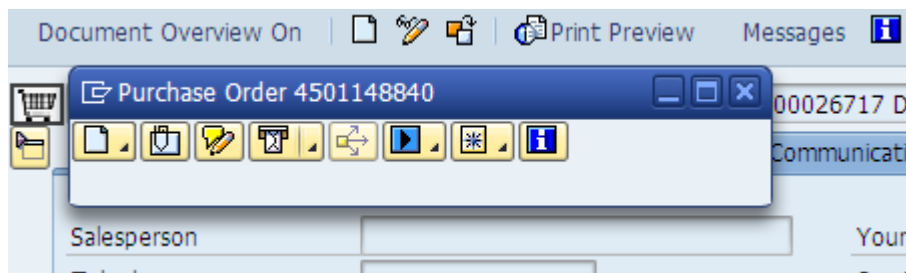


The purchase order is now created.

Go to Display a Purchase Order (ME23N) to display the list of documents.



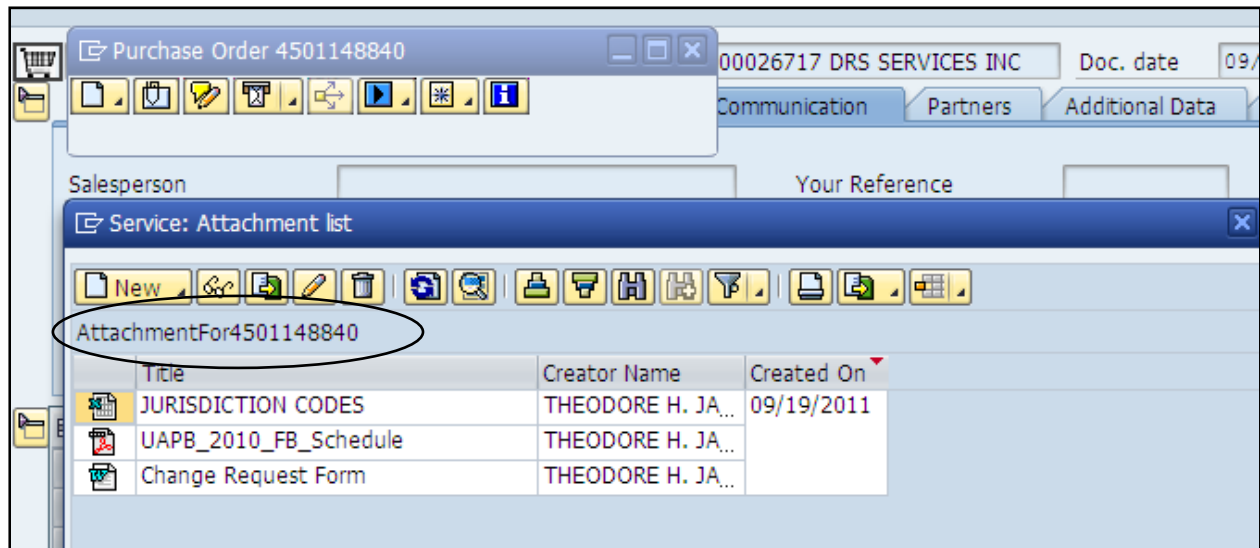
Click on the Services for Object  button.




Click the Attachment list  button.

# ASC Tutorial

## Copy Attachments from the Purchase Requisition to the Purchase Order



This screen shows the attachments are now part of the purchase order. You can double click to view the documents. To delete an unwanted document, select by highlighting the line and then clicking on the **Delete**  button.